Michigan Supreme Court
Judicial Information Services (JIS)
Software Training

2003 Fall – Winter Release

Release Details

- Software CD update mailed/applied week of:

  November 3   Online Courts

  November 17   Pilot Courts

  December 15   Distributed Courts

- Run/load time: Less than 1 hour (does not include required backup)

System Wide Changes

System Security

- All categories now in alphabetical order
- Expanded to 7 pages
- Two new Traffic/Criminal forms added:
  - Probation Violation Order
    - Same security as Order of Probation
  - Order on Application to Set Aside Conviction
    - Same security as Judgment of Sentence

System – Caseload for Multi-Locations

- A grid combining caseload numbers will be produced after files are merged

- Not included in merged grid:
  - Beginning Pending (unless 1st quarter is included)
  - Totals by case type

- The title of the report is "Merged District Court Caseload"

- There is no change to caseload procedure

System – Caseload for Multi-Locations

```
RUN DATE: 10/23/03              99-2 DISTRICT COURT                  PAGE
    FOR: JUL-SEP 2003      27777 FRANKLIN ROAD-SUITE 1300
        QUARTER 3          SUNNY SPRINGS        MI  48034
                          MERGED DISTRICT COURT CASELOAD
PART 1: NEW FILINGS AND REOPENED CASES
SECTION_A:_CRIMINAL_____
   _____
LN| CASE TYPE | EX  | FY  | OM  | SM  |TOTALS|
   _____
   | BEGINNING |     |     |     |     |      |
_1 |_PENDING___|_____|_____|_____|_____|_____|
   | NEW       |     |     |     |     |      |
_2 |_FILINGS___|___2_|___9_|___7_|__15_|__33__|
   |           |     |     |     |     |      |
_3 |_REOPENED__|___1_|_____|___1_|_____|___2__|
```

System – Caseload

- The *User Data* name in the output queue has been changed from TCRCLD2 to TCRCLDGRID

_ CSLDEXC_A	KAREN	TCRCLD2	HLD	1	1	8X11
_ BEGIN_A	KAREN	TCRCLD2	HLD	11	1	8X11
_ NEWFILE_A	KAREN	TCRCLD2	HLD	3	1	8X11
_ REOPEN_A	KAREN	TCRCLD2	HLD	2	1	8X11
_ DISPO_A	KAREN	TCRCLD2	HLD	7	1	8X11
_ CASELOAD	KAREN	TCRCLDGRID	HLD	3	1	8X11

System – Caseload Exception List

- Two *Notes* on the Exception List have been changed

Current: NOTE-Cases Filed Previous QTR-Different Case Type
New: NOTE-Dispo counted as changed case type; manually fix filing case type

Current: NOTE-Case Type changed during reporting period
New: NOTE-Case type changed during reporting period and counted as changed

---

System – Purge System Calculations

- Initial menu will display system information
- You will notice a slight delay when you sign on

```
Purge Current Traffic/Criminal and/or Civil Files
        ▮ Pre-List   (Count Only)
        _ Pre-List by Case Number (Includes Count)
        _ Purge

    _  Reproduce Purge Indices from Previous Purge Run

    _  Copy Purge ROA's and/or Indices to Microfiche Tape

    _  Purge History                    ┌─────────────────────────────────┐
                                         │ System space . . . . . :  206.1 G
    _  Purge Bond & T/A                  │ % system space used . :   66.4001
                                         │ % DCS space used . . . :    0.08
    _  Purge Abstracts                   └─────────────────────────────────┘

    _  Purge FAC/FCJ/FCPV
```

System – Purge Days Increased

```
Sel                         TRAFFIC & CRIMINAL
'X'  Case Types            Number of Days              Range of Days
 _   OI & SI  Traffic CI      _____                   365 - 9999
 _   ON & SN  Non-Traff CI    _____                   365 - 9999
 _   OT & ST  Traffic Misd    _____                   365 - 9999
 _   OM & SM  Non-Traff Misd  _____                   365 - 9999
 _   OK & SK  Parking         _____                   365 - 9999
 _   FY & FT  Felony          _____                   365 - 9999
 _   EX       Extradition     _____                   365 - 9999

                                 CIVIL
Sel                        Number of Days
'X'  Case Types         Dis    Jge    Other            Range of Days
 _   SC      Sm Claims   ____   ____   ____             365 - 9999
 _   GC      Gen Civil   ____   ____   ____             365 - 9999
 _   GZ      Misc Civil  ____   ____   ____             365 - 9999
 _   LT & SP Land/Summ   ____   ____   ____             365 - 9999
```

- Minimum number of days has been increased to 365

System – Purge Days Increased

```
                FAC/FCJ/FCPV File Purge

    Select the number of DAYS SINCE sent to the Secretary of State;
    FAC/FCJ/FCPV records you want to retain on the computer.

    It is recommended to keep at least 1 year (366 days).
    The Minimum accepted is 6 months (180 days).


    Purge Xmitted FAC/FCJ/FCPV 1366     180 - 9999 days


NOTE: FAC/FCJ/FCPV will NOT be purged if Case is open or has a balance due.
```

- Increased delete days field from 3 to 4 digits for abstract and FAC purge selections

---

System – Purge Reports

- Standardized the FAC purge report headings
  - Matches the FAC Case List headings
  - Removed Pty (D01) and FAC SEQ

- Added an Abstract Purge Report

System – INQRY Non-Public Messages

- ROA Print for <u>non-public</u> Traffic/Criminal or <u>sealed</u> Civil cases will display a message: Case is Non-Public, or Case is Sealed

```
SUNNY SPRINGS          DISTRICT ONLINE INQUIRIES          2003/1 DCS
                  Name/Dln/Vpn                    State

                          Case        Party
                          00-444B     D01
      Traffic/Criminal  - Filings        Civil  - Filings
      Soundex              F2            Soundex              F8
      Partial Name         F3            Partial Name         F9
      ROA Online           F4            ROA Online           F10
      ROA Print            F5            ROA Print            F11
      Drivers License      F6            Financial ROA        F12
      Veh Plate number     F7
      Financial ROA        F19

      Combined Inquiries

      Central Name Inquiry  F21
      Combined Calendar     F22
                               CASE IS NON-PUBLIC
```

System – SOS Code File

If you have not done this yet…

- In the SOS Code File, add an end date of 9/29/03 to codes 1000, 1015, 1100 and 1110. End dates were added by JIS in the Fee Bill Software Update to codes 1010 and 1020.

- In your statute file, add an end date of 9/29/03 to all charge codes using the above SOS codes

- You may want to use report generator to identify any charges entered after 9/29/03 that reference expired codes and correct them accordingly

---

System – SOS Code File

```
                                       10/26/03  14:53:45
                  SOS Code File Inquiry & Update

                          Begin      End
Code: 1000      CODE Effective: _____  92903

Vehicle Type: _   (Blank, C=Commercial, S=Snowmobile, W=Watercraft, O=ORV)
Offense Type: A   (Blank, A=Alcohol, D=Drug, M=MIP, S=Speeding
                   P=Parking, H=Handicap Parking)
Description:
OUIL

                  Begin    End
Abstract :   X
Audit Abs:   X   10192  _____
FAC      :   X   _____
FCJ      :   X   _____  _____
FCPV     :   _   _____
14D      :   X   _____  123191
NNC      :   X   10192   _____
Susp/Rest:   X   _____  93099      Last Chgd: 10/26/2003  Chgd By: KARENA

Enter-Inquiry  F1-Clear Screen  F2-Add  F3-Update  F23-Delete
F24-Previous Menu  Roll-Page
```

System – SOS Code File (Statute File Example)

```
                                       10/26/03  14:58:11
                  Statute File Inquiry & Update

Table L  Charge 1000            Fel/Mis/Civ M  Case Types OD  SD
Ordin. ***5.15 ****       PARM# 257.6251-A          SOS  1000
Drug Reportable _ (Blank or X)  14-Day Notice _ (Blank or X)
Drunk Driving Reportable V (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)
Crime Victim Reportable  A (X=Specified S=Serious A=Accident)
Short Description OUIL
Long  Description OPERATED UNDER INFLUENCE LIQUOR
                  Code     Amount    Default       Combined Ordin.
Penal Fines                                        Fine & Costs Code
Penal Costs     /
                |                                  Penalty
                |                                  Amt    Days
Other           |
Assessments   \
                \                                  Begin    End
                \                              Effective Date: _____  92903
Initial Assessment     0.00                     Last Chgd: 10/26/03 By: D9992KJS
Enter-Inquiry      F1-Clear Screen      F2-Add      F3-Update      F4-Prompt
F23- Delete        F24-Previous Menu                               Page/Roll
```

System – Identify Expired Codes

```
SUNNY SPRINGS          REPORT GENERATION SELECTION     10/26/03  12:37:54
Title CHARGES ENTERED WITH EXPIRED SOS CODES
P Case Number _____      _ PIN Number _____
P Name _____          _ Address _____
P Case Type ___                  _ Victim/Desc _____
_ Status  _  _  _  _             P Offense Date 093003 -
_ PO Judge ___                     _ Offense Time _____
_ Judge of Record ____             _ Issue Date _____
_ Venue ___                        _ Birthdate _____
_ Phone Number _____          _ Authorize Dt _____
_ Driver License _____          _ DLN State _____
_ Attorney _____                 _ Entry Date _____
_ Prosecutor _____                _ Vehicle Type _  _
_ Agency #1 _____                 _ Agency #2 _____
_ Officer #1 _____                _ Officer #2 _____
_ Accident/Injury _                _ Plate# /Year _____
_ Zip Code _____                _ Plate# State __
_ Original Charge _____        _ Current Charge _____
P Original SOS  AA __ __ __        P Current SOS __ __ __ __
_ Original Att/Cons/Sol _ _        _ Current Att/Cons/Sol _ _
_ Total F & C       _ -            _ Balance Due       _ -
_ Civ/Misd/Fel _                   _ Filing Date _____  - _____
_ CCW # _
  F24-Previous Menu       Page/Roll              Help
```

Enter current date here

Traffic/Criminal & Probation Module – Part One

TC Case Entry – Batch DLN

NEW!

- Requirements
  - SOS access
  - Call 800-572-1116 – JIS Operations to activate feature
    - For each court location, Operations will need the printer name where DLN responses will print (one printer per court)
- Security
  - Access to CAS or RPT screens = ability to request batch DLN records

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TC– Batch DLN - CAS Screen

```
SUNNY SPRINGS          Traffic / Criminal Case Entry          Status PEND
Court 2 Case 03-0424I   Pty D01 Same Incident _ Filing Date 10202
Offense Date 10102 Time 900 A    DLN MI C283989438924 Sex F  DOB 121239
        Name CUNNINGHAM/ROSEMARY/JUNE              Race U  SID 234382984
      Street 1234 BAD OAKS DRIVE        Apt 3B    CTN/TCN 342989489301
        City SOUTHFIELD       State MI Zip 48234  Phone 248 - 9898443
      Charge S1000              A/C/S _ Case Type SD  X-Ref 9892098493
   Speed Charged/Allowed/Energy __ / __ / __    Accident Type I
  Officer # 81     Agency 496    Venue _1           PIN 9892098493
2nd Officer # _____  Agency _____  ROA _  Label _  Abstract _ SOS-Inquiry X
```

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TC– Batch DLN - RPT Screen

```
SUNNY SPRINGS          TRAFFIC/CRIMINAL ONLINE REPORT/REQUESTS
Court 2
Delete & Add: NTAD NTAA NTAB FLB LBL ROAF ROA DLN
 Delete Only:  DFJ FDN FAC NNC WAM WAN ABS          --------- Court --------
Del Case      Pty Rpt Cnt Clk Name                  Date   Time  Code Judge
"D"
_  00-444B     D01 ABS   3 KJS ABBE/JEROME/PAUL JR   ____ __ _ ___ ____
_  03-0424I    D01 DLN     KJS CUNNINGHAM/ROSEMARY/JU ____ __ _ ___ ____
_  03-0424X    D01 ROA   1 LT  LUMAS/HELEN/          ____ __ _ ___ ____
_  03-0929A    D01 FLB     D1  HARRIS/JAMES/PAUL     ____ __ _ ___ ____
_  03-0929A    D01 FLB     D1  HARRIS/JAMES/PAUL     ____ __ _ ___ ____
_  03-0929A    D01 FLB     D1  HARRIS/JAMES/PAUL     ____ __ _ ___ ____
_  03-0929A    D01 NTAD    D1  HARRIS/JAMES/PAUL     101003 200 P AJ02 12345
_  03-0929A    D01 NTAB  1 D1  HARRIS/JAMES/PAUL     100603 900 A AJ01 12345
_  03-0929A    D01 ROAF    D1  HARRIS/JAMES/PAUL     ____ __ _ ___ ____
_  03-1201     D01 ABS     KJS HOFFMAN/ALEXANDER/JAME ____ __ _ ___ ____
_  03-0945     D01 DLN                               ____ __ _ ___ ____
```

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TC Case Entry – Batch DLN

- How It Works
  - A MI DLN request is made on CAS or RPT screen
  - The request is for an "overnight" lookup
  - Responses print at 8:15 a.m. the day following the request (according to *your* AS/400's clock)
  - Responses print and then go to a SAV status but are not archived
  - DLN # submitted is the last DLN entered on the case
  - SOS inquiry request is not allowed on case entry if error exists in Name/DLN/DOB

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TC Case Entry – Batch DLN

- Result of Request

  - A complete driving record (unedited)
  - Each DLN response prints on a separate page
  - The header has the clerk's initials in the upper right corner
  - The SOS response date and time is printed below the header
  - The file name in the output queue is DLN_BATCH

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TC Case Entry – Batch DLN

```
                      Work with Output Queue

Queue:   D32E0PRT01     Library:   QUSRSYS      Status:   RLS/WTR

Type options, press Enter.
  1=Send   2=Change   3=Hold   4=Delete   5=Display   6=Release   7=Messages
  8=Attributes        9=Work with printing status

Opt  File        User        User Data    Sts    Pages   Copies  Form Type  Pty
 _   DLN_BATCH   QSYSOPR     SOSBCH3       HLD      7        1     8X11       5




                                                                       Bottom
Parameters for options 1, 2, 3 or command
===>
F3=Exit   F11=View 2   F12=Cancel   F20=Writers   F22=Printers
F24=More keys
```

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TC – New Proceeding Codes

- POAW   Arraignment Waived
  - Updates the arraignment date field on the case

- POBW   Arraignment on Bench Warrant Held
  - Does not update arraignment date field on the case

- POEV   Evidentiary Hearing Held

TC – New Disposition Code (DS98) Conviction Set Aside Pursuant to 780.621

- Use this code when a conviction is set aside pursuant to MCL 780.621
- Must be count specific on the hop line
- Charge must be disposed
- Entry of DS98 has no impact on caseload
- Only valid for misdemeanor offenses
- Enter a 'Y' in the non-public field on the DSP screen to make the case non public

---

TC – New Disposition Code DS98

TC – Findings After Entry of DS98

TC – Findings After Entry of DS98

Traffic/Criminal & Probation Module – Part Two

TC – Forms

- To view or print most current version of SCAO approved forms, go to:

  courts.michigan.gov/scao/courtforms

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TC – Judgment of Sentence (JGS)– Current screen – Page 1

```
SOUTHFIELD-CURRENT      JUDGMENT OF SENTENCE              MC219   PROB
Court 2  Case 03-1201    Pty D01  Charge          Type SD
Name HOFFMAN/ALEXANDER/JAMES JR          Police Incident No. 03-1143543
Date Signed 102703   Bar No: 12345  Judge  GEORGE W. CROCKETT III
People of  STATE OF MICHIGAN      COMMITTED X AMENDED _ Conditional? X
1. Dispo Date 100103  2. Def Atty Bar #:
4. Sanctions: Rev _ Susp ____ Restr ____  5. HIV Tested _ 6. Fingerprinted _
7. Jail: Cnt _1_ Begin Date/Time: 000000 / 0000         Release: _
   Suspended _ Jail Days _12_ Credit Days _2_ Remaining Jail Days _10_
8. Pay: Deduct SOS? _  SOS Assessed _____ SOS Due _____
Cnt   Fine    Costs     Rest    Atty  CrmVic DNA  Forensic Other    Total
_1_ 300.00  145.00  _____  _____ 50.00 ____ ____ 240.00     735.00
_3_  90.00  135.00  _____                                     225.00
_4_ 100.00  140.00  _____                          90.00      330.00
   Payment Due _10104 or ___ days jail, begin _____  Balance Due ____ 1290.00
9. Prob. Term: _6_ Months 10.  Rehab 0
  Specify                                       11. Immobil/Forefeit _
12. CCW Susp ____ days Revoke _ Permit # _____ County _____
Other: _____

NXT ___ CASE 03-1201___ PTY D01 COUNT 00 INQ _____ ST __
F1-Clear    F4-Prompt    F9-Print    F24-Prev    F13-OutQ    Page/Roll   Help
```

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TC – Judgment of Sentence (JGS) – Current screen – Page 2

```
SOUTHFIELD-CURRENT      JUDGMENT OF SENTENCE      PAGE 2     MC219   PROB

                        Jail Begin  Jail   Credit   Remaining
        Count  Suspended    Date    Days    Days    Jail Days

          __      _      _____    ___    ___       ___

          __      _      _____    ___    ___       ___


NXT ___ CASE _____ PTY ___ COUNT 00 INQ _____ ST __
F1-Clear         F9-Print    F24-Prev    F13-OutQ    Page/Roll   Help
```

33

TC – Judgment of Sentence (JGS) – New screen – Page 1

```
SUNNY SPRINGS      JUDGMENT OF SENTENCE              MC219   PROB
Court 2  Case 03-1201    Pty D01  Charge          Type SD
Name HOFFMAN/ALEXANDER/JAMES JR          Police Incident No. 03-1143543
Date Signed 120303   Bar No: 12345  Judge  GEORGE W. CROCKETT III
People of  STATE OF MICHIGAN      COMMITTED X AMENDED _ Conditional? X

Cnt  Crime
_1_  OPERATING WHILE INTOXICATED          First three guilty counts will
_3_  RECKLESS DRIVING                     be displayed; they can be
_4_  VIOL OF LICENSE RESTRICTIONS                  changed.

1. Dispo Date 100103  2. Def Atty Bar #:
5. HIV testing/sex offender registration complete _
6. Has been fingerprinted _    7. Probation is revoked _
9. Pay:          Deduct SOS? _  SOS Assessed _____ SOS Due _____
Cnt   Fine    Costs     Rest    Atty   Crm Vic  St Cost  Other    Total
1  300.00  100.00  _____  _____ 50.00   45.00   240.00    735.00
3   90.00   90.00                            45.00             225.00
4  100.00  100.00                    40.00            90.00    330.00
   Payment Due _101__ New ___ days jail, begin _____  Balance Due ____ 1290.00
                 print
                 options     New field for State Costs. Fields for DNA and
                             Forensic have been removed.
NXT ___ CASE 03-1201 PTY D01 COUNT 00 INQ _____ ST __
F1-Clear  F7-Print  F9-Print/Update  F24-Prev  F13-OutQ  Page/Roll  Help
```

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TC – Judgment of Sentence (JGS) – New screen – Page 2

```
SUNNY SPRINGS      JUDGMENT OF SENTENCE      PAGE 2     MC219   PROB
4. License Sanctions:  Rev _ Susp _180 Restr ____
7. Jail: Report at ____ .m.              Release: _
              Jail Begin  Jail  Credit  Remaining   Jail
        Cnt     Date      Days  Days    Jail Days   Suspended
         1                _12_   _2_      _10_       _
         2                ___    ___      ___        _
         3                ___    ___      ___        _

9. Probation Term: _12_ Months
10. Rehab 2 OUTPATNT PGM Specify _____
11. Immobilize/Forfeit _
12. CCW Susp ____ days Revoke _ Permit # _____ County _____
13. Other:
   THESE COMMENTS WILL NOW TRANSFER TO ROA IF YOU PRESS F9 - PRINT/UPDATE!!


NXT ___ CASE 03-1201 PTY D01 COUNT 00 INQ _____ ST __
F1-Clear F4-Prompt F7-Print F9-Print/Update F13-OutQ F24-Prev Page/Roll Help
```

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TC – Judgment of Sentence (JGS) – New screen – Changes to Counts

```
SUNNY SPRINGS      JUDGMENT OF SENTENCE              MC219   PROB
Court 2  Case 03-1201    Pty D01  Charge          Type SD
Name HOFFMAN/ALEXANDER/JAMES JR          Police Incident No. 03-1143543
Date Signed 120303   Bar No: 12345  Judge  GEORGE W. CROCKETT III
People of  STATE OF MICHIGAN      COMMITTED X AMENDED _ Conditional? X

Cnt  Crime
_1_  OPERATING WHILE INTOXICATED          Change count numbers and
_2_  DROVE WHILE LICENSE SUSP/REV/DENIED  press enter; bottom portion
_3_  RECKLESS DRIVING                     of screen will display same
                                          counts as top portion.
1. Dispo Date 100103  2. Def Atty Bar #:
5. HIV testing/sex offender registration complete _
6. Has been fingerprinted _    7. Probation is revoked _
9. Pay:          Deduct SOS? _  SOS Assessed _____ SOS Due _____
Cnt   Fine    Costs     Rest    Atty   Crm Vic  St Cost  Other    Total
1  300.00  100.00  _____  _____ 50.00   45.00   240.00    735.00
2                                                                 .00
3   90.00   90.00                            45.00             225.00
   Payment Due _10104 or ___ days jail, begin _____  Balance Due ____ 960.00
                    VERIFY INFORMATION BEFORE PRINTING
NXT ___ CASE 03-1201 PTY D01 COUNT 00 INQ _____ ST __
F1-Clear  F7-Print  F9-Print/Update  F24-Prev  F13-OutQ  Page/Roll  Help
```

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TC – Judgment of Sentence (JGS) – Screen Changes

- Up to three charges will be displayed when count field is "00"
  - Will not automatically display:
    - Diversion dispo codes (41, 42, 43, 44, 45, 46, 47)
    - Undisposed charges
    - Dismissed charges

  You may add/change count numbers on screen to display these charges.

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TC – Judgment of Sentence (JGS)– Screen Changes

- F7 –Print added: Will print form, write comment to ROA that form has been generated
- F9 – Print/Update: Will print form, write comment to ROA that form has been generated, write comments to ROA
  - Note: The last comment that is on the screen when you exit JGS is the one that writes to the ROA.

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TC – Judgment of Sentence (JGS)– Changes to ROA

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TC – Judgment of Sentence (MC219)– Current form

```
THE COURT FINDS:
1. Defendant was found guilty on  OCT. 1, 2003 of the crime(s) as stated belo
-----------------------------------------------------------------------
     CONVICTED BY                                CHARGE CODE(S)
CNT PLEA* COURT JURY          CRIME            MCL CITATION/PACC COD
 1    G    _   _   OPERATING WHILE INTOXICATED    257.6251
 3    G    _   _   RECKLESS DRIVING               257.626
 4    G    _   _   VIOL OF LICENSE RESTRICTIONS   257.312
-----------------------------------------------------------------------
  *Plea:insert G for guilty plea; NC for nolo contendere; MI for mentally ill
```

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TC - Judgment of Sentence (MC219)– New Form

```
THE COURT FINDS:
1. Defendant was found guilty on  OCT. 1, 2003 of the crime(s) as stated belo
-----------------------------------------------------------------------
     CONVICTED BY  DISMISS                         CHARGE CODE(S)
CNT PLEA* COURT JURY BY*     CRIME                MCL CITATION/PAC
 1    G    _   _   _   OPERATING WHILE INTOXICATED    257.6251
 2    _    _   _   D   DROVE WHILE LICENSE SUSP/REV/DENIED 257.9041B
 3    G    _   _   _   RECKLESS DRIVING               257.626
-----------------------------------------------------------------------
  *Plea:insert G for guilty plea; NC for nolo contendere; MI for mentally ill
  *Dismissed:insert D for by court or NP for by prosecutor/plaintiff.
```

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TC – Order on Application to Set Aside Conviction (SAC) Screen

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TC – Order on Application to Set Aside Conviction (SAC) Screen

- Both options for items 2 through 6 cannot be selected at the same time.
- Options 7 and 8 cannot be selected at the same time.
- Note will be written to ROA that form was generated.
- Generation of the form will not place a case in non-public status.
- Form available in both AFP and 8x11.

TC – Order on Application to Set Aside Conviction – Example of ROA

```
10/25/03
   1  ORDER TO SET ASIDE CONVICTION GENERATED
                           ASSAULT AGGR                        BKD
              ***** END OF REGISTER OF ACTIONS ***** 10/25/03 15:51
```

TC – Motion, Affidavit and Bench Warrant (PBW) – Current screen

TC – Motion, Affidavit and Bench Warrant (PBW) – New screen

TC – Motion, Affidavit and Bench Warrant (PBW) Screen Changes

- Field for Probation Revocation has been removed. (Use new Probation Violation form MC246)

TC – Motion, Affidavit and Bench Warrant (PBW) Screen Changes

- F7-Print: Will print form only, note will be made on ROA that form was generated, no reasons will be written
- F9-Print/Update status: Remains the same – will print form, write reasons to ROA and update status to warrant.
- F10–Print/Update: New function key! Will print form and write reasons to the ROA. Status will not be updated.

TC – Motion and Order to Show Cause (SCS) – Current Screen

```
PRV1 SOFTWARE          MOTION & ORDER TO SHOW CAUSE          MC230 DISP
Court 0  Case 00-1001    Pty D01  Charge OWI          Type SD
Name SCANDELIO/MARTIN/A
Date signed _102503_  Bar No.: _12345_  Judge  GEORGE W. CROCKETT III

Appearance Date: _111303_   Time: _0200_ P          Conditional (Page 1) X
AT: _X_ the court address above    _ courtroom number _____
    _ other _____
I am interested in this matter as _____
Motion to show cause why:
    _ your probation should not be revoked
Order to show cause why:
    _ you should not be held in  _ civil  _ criminal contempt of court
    _ a judgment should not be entered against you
    _ your case should not be dismissed
    _ other _____
For the following reasons:       Has not complied with order dated _011100_
                    _____
                    _____
                    _____
Served: _ Personally  _ By Mail  ___ days before hearing
NXT ___ CASE 00-1001___ PTY D01 COUNT _1 INQ R___        ST __
F1-Clear Screen  F7-Print only  F9-Print/Update  F13-OutQ  F24-Previous Menu
```

TC – Motion and Order to Show Cause (SCS) –New Screen

```
JIS                    MOTION & ORDER TO SHOW CAUSE          MC230 PEND
Court 0  Case 03-1233    Pty D01  Charge OPER/INTOX    Type SD
Name SMOTHERS/LESLIE/LOU
Date signed _102503_  Bar No.: _12345_  Judge  GEORGE W. CROCKETT III

Appearance Date: _111803_   Time: _0300_ P          Conditional (Page 1) X
AT: _X_ the court address above    _ courtroom number _____
    _ other _____
I am interested in this matter as _____
Motion to show cause why: Judgment should not enter for...
    _ full amount of recognizance    _ failure to file disclosure
Order to show cause why:
    _ you should not be held in  _ civil  _ criminal contempt of court
    _ a judgment should not be entered against you
    _ your case should not be dismissed
    _ other _____
For the following reasons:       Has not complied with order dated _000000_
                    _____
                    _____
                    _____
Served: _ Personally  _ By Mail  ___ days before hearing
NXT ___ CASE 03-1233___ PTY D01 COUNT _1 INQ C___        ST __
F1-Clear Screen  F7-Print only  F9-Print/Update  F13-OutQ  F24-Previous Menu
```

TC – Motion and Order to Show Cause (MC230) – New Form

```
------------------------------    ------------------------------
Plaintiff                         Defendant/Probationer
People of STATE OF MICHIGAN   v   SMOTHERS/LESLIE/LOU
------------------------------    ------------------------------

                    ----------------------
                    |_____|

1. I am interested in this matter as _____.
2. SMOTHERS/LESLIE/LOU
   has not complied with an order dated _____ by failing to:
3. I request an order directing _____ to show
   cause why:
   {_} a. s/he should not be found in {_} civil  {_} criminal contempt of court.
   {_} b. judgment should not be entered against him/her (as surety/agent) for
          the full amount of recognizance.
   {_} c. judgment should not be entered against him/her for failure to file a
          garnishee disclosure.
```

TC – Order for Immobilization – (MC267) – Current Form

```
IT IS ORDERED:                        |_____|
3. The defendant shall have:
   _ a. himself/herself and the vehicle immobilized through tether technology
   _ b. the above described vehicle immobilized by use of any available means
        that locks the ignition, wheels, or steering of the vehicle or
        otherwise prevents the defendant from operating the vehicle.
4. This order shall be satisfied at the expense and risk of the owner,
   co-owner, lessee, or co-lessee for ____ days starting _____ unles
   otherwise ordered by the court.
   If the vehicle is not immobilized by the above start date, the vehicle is
   subject to impoundment by any law enforcement officer in the state until
   further order of the court.
_ 5. Other:
```

TC – Order for Immobilization – (MC267) – New Form

```
IT IS ORDERED:                        |_____|
3. The defendant shall have:
   _ a. himself/herself and the vehicle immobilized through tether technology
   _ b. the above described vehicle immobilized by use of any available means
        that locks the ignition, wheels, or steering of the vehicle or
        otherwise prevents the defendant from operating the vehicle.
4. Unless otherwise ordered, sale of the vehicle to a non-family member, with
   proof of sale to the court, satisfies the immobilization requirement.
5. This order shall be satisfied at the expense and risk of the owner,
   co-owner, lessee, or co-lessee for ____ days starting _____ unles
   otherwise ordered by the court.
   If the vehicle is not immobilized by the above start date, the vehicle is
   subject to impoundment by any law enforcement officer in the state until
   further order of the court.
_ 6. Other:
```

TC – New Form Available – 6/03 Version

- Order on Application to Set Aside Conviction (MC228) (SAC)

TC - Forms Updated to 6/03 Version

- Motion, Affidavit and Bench Warrant (MC229)
- Motion and Order to Show Cause (MC230)
- Order for Fingerprints (MC233)
  - Magistrate bar # may now be entered on screen and will print on form.
- Removal of Entry from LEIN (MC239)
  - Remove MSA reference at bottom of form.

TC - Forms Updated to 6/03 Version

- Order for Pretrial Release/Custody (MC240)
  - Change in title of form
  - Change in wording of Bond Condition #12
  - Bond form (MC241) updated to 10/03 version – minor wording change in "Bond Deposited by Defendant" section

TC - Forms Updated to 6/03 Version

- Order of Acquittal (MC262)
  - Verbiage at bottom of form changed from "Michigan State Police Central Records Division" to "Michigan State Police Criminal Justice Information Center"
- Order of Nolle Pros (MC263)
  - Verbiage at bottom of form changed from "Michigan State Police Central Records Division" to "Michigan State Police Criminal Justice Information Center"
- Order for Immobilization (MC267)

TC - Form Updated to 9/03 Version

- Judgment of Sentence (MC219)

TC – Inquiry Screens - PIN

TC – Inquiry Screens - PIN

TC – Inquiry Screens - PIN

- To access PIN Inquiry screen, Enter PIN in NXT field and the PIN number in the INQ field. The exact PIN number must be entered to find a match.

```
NXT PIN CASE _____ PTY __ COUNT __ INQ 03-2039MSP_____ ST _
```

61

TC – Inquiry Screens – PIN

```
JIS                    TRAFFIC / CRIMINAL INQUIRY
Court 0
        Name           Case/Pty/Type Cnts    Charge        Amt Due  Sts
1 SMOTHERS/LESLIE/LOU   03-1233    01 SD 03 OPER/INTOX         .00 PEND
2 SMITH/MARK/JOHN       03-1234    01 ST 01 RECKLESS DRV       .00 PEND
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
NXT PIN CASE _____ PTY ___ COUNT __ INQ 03-2039MSP_____ ST _
    F7-ROA From Line  F11-Alt View  F24-Prev  Page/Roll  Help
```

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TC – Inquiry Screens – 2nd View

```
JIS                    TRAFFIC / CRIMINAL INQUIRY
Court 0                                              Offense
        Name           DOB        DLN         VPN    Date      Address
1 CLAYPOOL/NORMAN/S     4/14/49                       10/04/00 9954 WHIPPLE
2 CROSS/SARAH/HARRIETT  11/24/59 C890298594039 654JJK 3/01/00 8912 BELL
3 DEATER/WILLIAM/H      12/29/68            543NJI    10/02/00 432 YALE ROAD
4 DOEHR/DOREEN/DARLENE  6/12/69 D928989409885 234NJI  7/01/01 1234 ANY STREET
5 DOKTOR/SAMUEL/HARRIS  11/24/39 D890298594039 654JJK 3/01/00 8912 BELL
6 DOKTOR/SAMUEL/HARRIS  11/24/39 D890298594039 654JJK 3/01/00 8912 BELL
7 DOOLEY/TOM/                                         6/03/03
8 DUHANE/MARK/KENNEDY   11/25/64 D500585465901 712JJK 9/29/00 432 WEBSTER DRI
9 EDMONDS/EDGAR/ERNEST  4/15/03 E891293890921 Y88323  4/01/01 8812 NAPSTER
10 EDMONDS/EDGAR/ERNEST 4/15/03 E891293890921 Y88323  7/01/01 8812 NAPSTER
11 EDMONDS/EDGAR/ERNEST 4/15/03 E891293890921 Y88323  7/01/01 8812 NAPSTER
12 F_____ RANCIS/                                    10/02/03
13 _____/ALLAN          4/12/49 F589430894235         11/01/00 543 INKSTER
14 NNIS/ALLAN           4/12/49 F589430894235         11/01/00 543 INKSTER
15 Y/STUART             11/15/75 G164809777876        10/10/00 543 WISNER
16 /ANTHONY/P           4/14/49                        10/02/00 90345 INKSTER
17 /ANTHONY/P           4/14/49 G2393049208           10/02/00 90345 INKSTER
                                                                         +
N__    _3-1234  PTY ___ COUNT 00 INQ C_____ ST _
F4-Prompt  F7-ROA From Line  F11-Alt View  F24-Prev  Page/Roll  Help
```

Place cursor on line: F4

63

TC – Inquiry Screens – Prompt Window - Current Screen

```
PRV1 SOFTWARE          TRAFFIC / CRIMINAL INQUIRY

Name  FOLSEN/HORBART/                       DOB:  1/11/66

Case No.   Charge         Amt Due
97-15      ENGY SPEED      50.00
97-16      DEFECT EQUIP   122.00
97-17      SAFETY BELT     98.00
97-18      NO PRF INSUR   332.00
97-19      REG ON PRSON   104.00
97-20      OUIL            45.00




           Total Due    751.00
F9-Print  F24-Previous Menu  Page/Roll
```

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TC – Inquiry Screens – Prompt Window - New Screen

```
Name  EDMONDS/EDGAR/                        DOB:  4/15/03

Case No.   Charge         Assessments      Balance Due
01-2123    OUIL            360.00           160.00
01-2124    FL DSPLY LIC    170.00           120.00
01-2125    DWLS             95.00            95.00




                           Total            Total
           Assessments     625.00  Due      375.00

F9-Print  F24-Previous Menu  Page/Roll
```

Now displays amount assessed and balance due

65

TC – Inquiry Screens – 3rd View

```
JIS                    TRAFFIC / CRIMINAL INQUIRY
Court 0                        Next    Next    Next              DLRF
        Name                   Date    Time    Judge  Action     Susp
1 CLAYPOOL/NORMAN/S
2 CROSS/SARAH/HARRIETTE
3 DEATER/WILLIAM/H                                                x
4 DOEHR/DOREEN/DARLENE   9/10/03                       SCHED TO PAY
5 DOKTOR/SAMUEL/HARRIS
6 DOKTOR/SAMUEL/HARRIS
7 DOOLEY/TOM/                                                     x
8 DUHANE/MARK/KENNEDY
9 EDMONDS/EDGAR/ERNEST III 10/10/03                    SCHED TO PAY
10 EDMONDS/EDGAR/ERNEST III                                       x
11 EDMONDS/EDGAR/ERNEST III                                       x
12 FARMER/FRANCIS/        10/14/03                      DUE DATE
13 FRANK/DENNIS/ALLAN
14 FRANK/DENNIS/ALLAN     9/01/03                       SCHED TO PAY  x
15 GABRIEL/TY/STUART
16 GALBRAITH/ANTHONY/P    10/15/03  2:00 PM  222  SHOWCAUSE
17 GALBRAITH/ANTHONY/P    10/01/03                      SCHED TO PAY  x
                                                                     +
NXT TAM CASE 03-1234  PTY ___ COUNT 00 INQ C_____ ST _
    F7-ROA From Line  F11-Alt View  F24-Prev  Page/Roll  Help
```

66

TC - Inquiry Screen Changes

- New inquiry option for Police Identification Number (PIN) added to menu
- After prompting from second view of inquiry screen, window will display total amount assessed as well as balance due.
- New field has been added on third view of inquiry screen to show if a defendant's driver license is suspended for that case.

TC – Financial ROA – Screen Example

TC – FAC Update

- When DLN number or state is changed on the FAC screen, the change will also be made to the case.

TC - Batch Reports

TC - Batch Reports

TC - Batch Reports

- Reports will now go to user's default outq instead of the system default outq
- This does not affect ROAs, Labels, Postcard NTAs, or Daily Date Generated Notices

TC – Statute File Changes

- You can now reuse charge codes.

- Use this function to change descriptions, case types, amount assessed, notices, etc.

- To access Statute File, Choose Option 3 from Traffic/Criminal Subsystem (Code File Update), and then enter an X by Statute File.

TC – Statute File Changes – Example - Change a Charge from Misd to CI – Step 1

TC – Statute File Changes – Example - Change a Charge from Misd to CI – Step 2

TC – Statute File Changes – Example - Change in SOS Code – Step 1

TC – Statute File Changes – Example - Change in SOS Code – Step 2

TC – Statute File Changes – Example – Definition change – Step 1

TC – Statute File Changes – Example – Definition Change – Step 2


```
                                            10/27/03  10:03:39
                    Statute File Inquiry & Update
Table M  Charge 33374032A4          Fel/Mis/Civ E  Case Types FY  _
Ordin. ____            PAAMH  333.74032A4              SOS  9200
Drug Reportable X (Blank or X)  14-Day Notice _ (Blank or X)
Drunk Driving Reportable _ (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)
Crime Victim Reportable  S (X=Specified  S=Serious  A=Accident)
Short Description CS POSS25-49
Long  Description CONTROLLED SUBSTANCE POSSESSION(NARCOTIC/COCAINE)25 TO 49 G
              Code     Amount    Default      Combined Ord
Penal Fines   ____    _____               Fine
Penal Costs   ____    _____                    Enter new information using
              ____    _____                    same charge code; Enter
              ____    _____                    Begin Date; F2 to add
Other         ____    _____
Assessments   ____    _____
              ____    _____
              ____    _____                    Begin    End
                                    Effective Date: _30103
                                    Last Chgd: 10/25/03 By: 01500BKD
Enter-Inquiry      F1-Clear Screen    F2-Add     F3-Update    F4-Prompt
F23- Delete        F24-Previous Menu                          Page/Roll
```

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TC – Statute File Changes – Example – Change in Assessments – Step 1


```
                                            10/25/03  17:31:32
                    Statute File Inquiry & Update
Table L  Charge 2001-10             Fel/Mis/Civ C  Case Types OI  SI
Ordin. 5.11            PAAMH  257.628(1)              SOS  2000
Drug Reportable _ (Blank or X)  14-Day Notice _ (Blank or X)
Drunk Driving Reportable _ (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)
Crime Victim Reportable _ (X=Specified  S=Serious  A=Accident)
Short Description SPD 1-10 OVR
Long  Description SPEEDING 1-10 OVER THE LIMIT
              Code     Amount    Default      Combined Ordin.     Add End
Penal Fines   MYSF     20.00               Fine & Costs Code      Date; F3
Penal Costs   MYFE     41.00                   MYOR               to update
              JSTC              40.00
                                               Penalty
Other                                          Amt    Days
Assessments                                    _30    _7
              ____    _____
              ____    _____               Begin    End
                                    Effective Date: _____  123103
                                    Last Chgd: 10/25/03 By: 01500BKD
Record has been updated   Current Assessment  101.00
Enter-Inquiry      F1-Clear Screen    F2-Add     F3-Update    F4-Prompt
F23- Delete        F24-Previous Menu                          Page/Roll
```

80

TC – Statute File Changes – Example – Change in Assessments – Step 2


```
                                            10/25/03  17:33:48
                    Statute File Inquiry & Update
Table L  Charge 2001-10             Fel/Mis/Civ C  Case Types OI  SI
Ordin. 5.11            PAAMH  257.628(1)              SOS  2000
Drug Reportable _ (Blank or X)  14-Day Notice _ (Blank or X)
Drunk Driving Reportable _ (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)
Crime Victim Reportable _ (X=Specified  S=Serious  A=Accident)
Short Description SPD 1-10 OVR
Long  Description SPEEDING 1-10 OVER THE LIMIT    Enter new
              Code     Amount    Default          information
Penal Fines   MYSF     49.00               Combined Ord  using same
Penal Costs   MYFE     41.00               Fine & Costs  charge code;
              JSTC              40.00          MYOR       Add Begin
                                            Penalty       date; F2 to add
Other                                       Amt   Day
Assessments                                 _30    7_
              ____    _____               Begin    End
                                    Effective Date: _10104
                                    Last Chgd: 10/25/03 By: 01500BKD
Enter-Inquiry      F1-Clear Screen    F2-Add     F3-Update    F4-Prompt
F23- Delete        F24-Previous Menu                          Page/Roll
```

81

TC – Statute File Changes – Example of Prompt Window


```
                Statute Selection by Charge Number
Position to: 2001_____         Statute Type: L
1=Select  2=Change  4=Delete  5=Display
  +=Future charge  *=Expired charge
 Opt Charge                  Long Desc
  _  * L 2001-10               SPEEDING 1-10 OVER THE LIMIT
  _    L 2001-10               SPEEDING 1-10 OVER THE LIMIT
  _  + L 2001-10               SPEEDING 1-10 OVER THE LIMIT
  _    L 20011-15              SPEEDING 11-15 OVER THE LIMIT
  _    L 20016-20              SPEEDING 16-20 OVER THE LIMIT
  _    L 20021-25              SPEEDING 21-25 OVER THE LIMIT
                                                         More..
F6-Add      F7-Alt Seq      F24-Exit                  Page/Roll
```

82

TC - Statute File Changes

- Must use begin and end dates that don't overlap.
- System will look at date of offense when determining which code to use.

83

Traffic/Criminal/Probation Other Enhancements

- **Scheduling** (SCH and PRB) – Added ability to '99' a case from the calendar if all or a portion of the day has previously been blocked off

- **Warrant Notice Form** (WAN) – the run date will print in the Issue Date field

- **Expired Activity Report** – now has column to indicate if the case is in probation status

84

PROB – New Violation Form available

```
SUNNY SPRINGS                                        12/03/03  15:00:49
                    Court  P R O B A T I O N
                    2    IMMEDIATE FORMS MENU


         Amended Order          (AMD)    Pet & Bench Warrant    (PBW)
         Discharge Order        (DCG)    Removal from LEIN      (RFL)
         Judgment of Sentence   (JGS)    Restricted License     (RLF)
         Nonpayment of Rest     (NPR)    Substance Abuse Eval   (SAE)

         Notice Adjudication    (NOA)    Violation and Order    (VIO)
         Notice to Appear       (NTA)    Warrant Recall         (WAR)
         Order of Probation     (ORD)    Youthful Trainee       (YTA)
         Ord to Show Cause      (SCS)


NXT ___  CASE _____  PTY ___ COUNT __ INQ _____  ST __
F24-Previous Menu  Page/Roll-Additional Options
```

PROB – Probation Violation and Order (VIO) screen

```
SUNNY SPRINGS           Probation Violation and Order        MC246   PROB
Court 2  Case 99-1113    Pty D01  Charge OUIL         Type OD
Name    ARNTZ/MICHAEL/JACOB
Date signed _102703_    Bar No: _20230_  Judge: STEVEN R. SERVAAS
Police Report No. 9908905434
     People of STATE/COUNTY
Motion & Affidavit
    NOTES THAT ARE MADE HERE WILL BE TRANSFERRED TO ROA IF YOU USE F9 OR F10


     Probation Officer: _____                You can check either
                              Order for Summons _ ←         Order for Summons or
     Alternate Court Address:                               Order for Bench
                                                            Warrant, but not both.
     Date of Court Appearance: 000000       Time: 0000

                              Order for Bench Warrant _
     Amount of Bond: _____

NXT _VIO_ CASE 99-1113_ PTY D01 COUNT _1 INQ _____        ST __
F1-Clear  F7-Print  F9-Print/Update/Status  F10-Print/Update  13-OutQ F24-Prev
```

PROB – Probation Violation and Order (VIO) screen

- F7-Print: Will print form only. Note will be made on ROA that form was generated, and whether it was generated for Summons or Bench Warrant.
- F9-Print/Update/Status: Will print form, write reasons in Motion & Affidavit to ROA, and change status to Warranted. Only available if Bench Warrant filed is "X"d.

PROB – Probation Violation and Order (VIO) screen

- F10-Print/Update: Will print form and write reasons in Motion & Affidavit to ROA. Note will be made on ROA whether form was generated for Summons or Bench Warrant.

PROB – Order of Probation (ORD)– Current screen

```
PRV1 SOFTWARE              ORDER OF PROBATION-PART 1        DC243  PROB
Court 0  Case 03-1113    Pty D01  Charge OPER. INTOX.  Type SD
         XREF 03-50642   Name   FOSTER/WALTER/MARK
Date Signed _120103_   Bar No: _12345_  Judge GEORGE W. CROCKETT III
People of _STATE OF MICHIGAN_    Conditional X  Print Part 1 Only _X_
Probation Officer _____           Term _12 MONTHS_
Judgment of guilt is deferred under: _ (1) 7411 (2) Spouse Abuse (3) YTA
  Defendant poses a credible threat    5. Not purchase/possess firearm
   Fine       Costs     Restitution  Crime/Victim  Supervision
   450.00     245.00                   50.00        240.00
   DNA        Forensic    Other        TOTAL
                                       985.00
Total due ...  installments of $ _____ per _____ starting on _____
  7. Other: _____
           _____
           _____
           _____
           _____

NXT ___  CASE _03-1113_ PTY _D01 COUNT _1 INQ _K_          ST __
F1-Clr Screen F7-Print only F9-Print/Update F13-OutQ F24-Prev Page/Roll
```

PROB – Order of Probation (ORD)– New screen

```
JIS                         ORDER OF PROBATION-PART 1        DC243  PROB
Court 0  Case 03-1113    Pty D01  Charge             Type SD
         XREF 380287A    Name   FOSTER/WALTER/MARK
Date Signed _120103_   Bar No: _12345_  Judge GEORGE W. CROCKETT III
People of _STATE OF MICHIGAN_    Conditional X  Print Part 1 Only _X_
Probation Officer _DEPT PROBATION_            Term _24 MONTHS_
Judgment of guilt is deferred under: _ (1) 7411 (2) Spouse Abuse (3) YTA
  Defendant poses a credible threat    5. Not purchase/possess firearm
   Fine       Costs     Restitution  Crime/Victim  Supervision
   615.00     236.00                   50.00        240.00
 State Costs    Other        TOTAL
   85.00                     1226.00
Total due ...  installments of $ _____ per _____ starting on _____
  7. Other: _____
           _____
           _____
           _____
           _____

NXT ___  CASE _03-1113_ PTY _D01 COUNT __ INQ _C_          ST __
F1-Clr Screen F7-Print only F9-Print/Update F13-OutQ F24-Prev Page/Roll
```

PROB – Order of Probation (ORD)– Current form

1. Not violate any criminal law of any unit of government.	6. Pay the following:
	Fine........ $ 450.0
2. Not leave the state without the consent of this court.	Costs...... $ 245.0
	Restitution. $
3. Make a truthful report to the probation officer monthly, or as often as the probation officer may require, either in person or in writing, as required by the probation officer.	Crime Victim $ 50.0
	Supervision. $ 240.0
	DNA Sample.. $
	Forensic Fee $
4. Notify the probation officer immediately of any changes of address or employment status.	Other....... $
	TOTAL...... $ 985.0

{ }Total amount due shall be paid in installments of $_____ per _____ starting on _____ and paid in full by the due date on the judgment of sentence unless otherwise ordered.

PROB – Order of Probation (ORD)– New form

1. Not violate any criminal law of any unit of government.	6. Pay the following:
	Fine........ $ 615.0
2. Not leave the state without the consent of this court.	Costs...... $ 236.0
	Restitution. $
3. Make a truthful report to the probation officer monthly, or as often as the probation officer may require, either in person or in writing, as required by the probation officer.	Crime Victim $ 50.0
	Supervision. $ 240.0
	St Min Costs $ 85.0
4. Notify the probation officer immediately of any change of address or employment status.	Other....... $
	TOTAL...... $ 1226.0

{ }Total amount due shall be paid in installments of $_____ per _____ starting on _____ and paid in full by the due date on the

---

Prob - Forms Updated to 9/03 Version

- Order of Probation (DC243)

  - Changes made in Paragraph #6

  - Verbiage at bottom of form changed from "Michigan State Police Central Records Division" to "Michigan State Police Criminal Justice Information Center"

Cash Module

Cash Updates

- Reconstruct Window
- Warning if closing case in Probation Status
- Cash Adjustment Report
  - When voiding a receipt, the comment will write to the report
- Cash Report Generator

Cash Reconstruct Window

```
HAPPY VILLAGE        State Court Administrative Office        PRT08
                                                             Cash Printer
                        Cash Subsystem

     Select one of the following:

                  -- DATA BASE CERTIFICATION --



             MULTI: D194377-D194377; PAYMENT MISSING!
             10/26/03       !!FAILED CERTIFICATION!!
             !! MULTI-RECEIPT RECONSTRUCTION REQUIRED



                       Press ENTER to continue

F24-Previous Menu
                                    2003
```

Cash Probation Status Warning

```
PASSWD ▮ PoCode MN  Case 03-1006A-3  Div I  Pty D01  Type SM  Status PROB
Count 1 ASSAULT/BATR _  Name LOONEY/LANDON/LEE      CASE IN PROBATION STATUS
Warning: case has balance due
Plea __  Disp __  Judge _____  Opn/Cl ▮  Nxt Pymt _____  ROA? _  Po te 102603
Comment _____

Bond posting:  Actn __  Name _____
BOND PAYDOWN:  Receipt# _____  Date _____
Actn __  Amount _____  Chk#1 _____  Name _____
Actn __  Amount _____  Chk#2 _____  Name _____

Venue 1  Lst Receipt _____  _____              Balance ____ 200.00
                                               Bal All Cts ___ 550.00
      TYPE   BALANCE   AMT.PAID    TYPE   BALANCE   AMT.PAID
      PBOF   200.00    _____     ____   _____   _____
      ____   _____   _____     ____   _____   _____
      ____   _____   _____     ____   _____   _____
      ____   _____   _____     ____   _____   _____

                                              Amt.Due:

Roll-Page
F1-Cash Menu  F6-Multi Rcpt  F12-Paum  F7-Finc Roa  F4-Mod Assm  Help
```

REMEMBER! It's only a message - not a hand slapper!

Cash Report Generator Menu

```
          CASH REPORT GENERATOR MENU



          1. Cash




             Enter Option        1

             Retrieve Reports ??  _



F24-Previous Menu                              Help
```

```
HAPPY VILLAGE    CASH REPORT GENERATION SELECTION 10/27/03  09:22:57
 Title _____
                    Receipt Information
 _ Receipt #  _____          _ Register   ___ ___ ___
 _ Receipt Date _____ - _____  _ Drawer     _____
 _ Cash                        _ Cashier    ___ ___ ___
 _ Check #  _____         _ Division   __ __
 _ Other    _____         _ Venue      ___ ___ ___
 _ ATM Card _____         _ Voids & Rerings
 _ Credit Card _____
                 Assessment/Payment Information
 _ Assessment Date _____ - _____  _ Payment Date _____ - _____
 _ Amount   _____ - _____
 _ Cash Code _____
 _ No Pymt Since _____         _ Bal Due  _____ - _
                               _ Balance as of _____
            Traffic/Criminal & Civil Case Information
 _ Case No. _____          _ Filing Date  _____ - _____
 _ Name     _____          _ Close Date   _____ - _____
 _ Case Type __ __ __           _ Civil Judge  _____
 _ Status   _ _ _ _

 F24-Previous Menu        Page/Roll          Help
```

```
HAPPY VILLAGE    CASH REPORT GENERATION SELECTION 10/27/03  10:35:26
                        Traffic/Criminal
                        Case Information
 _ PO Judge    _____              _ Offense Date _____ - _____
 _ Judge of Record _____          _ Vehicle Type __ __ __
 _ Next Judge  _____              _ Agency    _____
                                  _ Officer   _____
 _ Next Date   _____ - _____      _ Next Action  ___ ___ ___

                        Charge Information
 _ Original Charge _____      _ Current Charge _____
 _ Original SOS  __ __ __ __      _ Current SOS  __ __ __ __
 _ Original Att/Cons/Sol  _       _ Current Att/Cons/Sol  _
 _ Civ/Misd/Fel                   _ Disposed Code __ __ __
 _ Disposed Date _____ - _____
 _ Sentence Date _____ - _____

                        Detail Information
 _ Event Date   _____ - _____     _ Event Code ___ ___ ___ ___
 _ Event Clerk  _____

 F24-Previous Menu        Page/Roll          Help
```

Cash Selection Criteria

Field Name	Print/Wild	Select/Wild	Sort 1-9	P	S	X	B	O	A
Receipt #	Y	Y	Y	Y	Y				
Receipt Date			Y	Y	Y				Or
Register			Y	Y	Y				
Cashier			Y	Y	Y				
Drawer			Y	Y	Y				
Venue			Y	Y	Y				
Check #	Y	Y	Y	Y	Y	Y	Y		
Division			Y	Y	Y	Y	Y		
Credit Card #	Y	Y	Y	Y	Y	Y	Y		
Voids & Rerings			Y	Y		Y			
ATM Card #	Y	Y	Y	Y	Y	Y	Y		
Cash			Y	Y	Y	Y	Y		
Other			Y	Y	Y	Y	Y		
Assmnt/Pay Amount			Y	Y	Y				
Payment Date			Y	Y	Y	Y	Y		Or
Assessment Date			Y	Y	Y				Or
Cash Code			Y	Y	Y	Y	Y	Y	Y
No Payment Since			Y	Y	Y	Y	Y		
Balance Due			Y	Y	Y	Y	Y		

Field Name	Print/Wild	Select/Wild	Sort 1-9	P	S	X	B	O	A
Case Number	Y	Y	Y	Y	Y				
Filing Date			Y	Y	Y				
Name			Y	Y					
Close Date			Y	Y	Y	Y	Y		
Case Type			Y	Y	Y				
Judge			Y	Y	Y	Y	Y		
Status			Y	Y	Y				
PO Judge			Y	Y	Y	Y	Y		
Offense Date			Y	Y	Y				
Judge of Record			Y	Y	Y	Y	Y		
Vehicle Type	Y	Y	Y	Y	Y	Y	Y		
Next Judge			Y	Y	Y	Y	Y		

Field Name	Print/Wild	Select/Wild	Sort 1-9	P	S	X	B	O	A
Agency			Y	Y	Y	Y	Y		
Officer			Y	Y	Y	Y	Y		
Next Date			Y	Y	Y	Y	Y		
Next Action			Y	Y	Y	Y	Y		
Original Charge	Y	Y	Y	Y	Y				
Current Charge	Y	Y	Y	Y	Y				
Original SOS	Y	Y	Y	Y	Y	Y	Y		
Current SOS	Y	Y	Y	Y	Y	Y	Y		
Original Att/Cons/Sol			Y	Y	Y	Y	Y		
Current/Att/Cons/Sol			Y	Y	Y	Y	Y		
Civ/Misd/Fel			Y	Y	Y				
Disposed Date			Y	Y	Y	Y	Y		
Disposed Code			Y	Y	Y	Y	Y		
Sentence Date			Y	Y	Y	Y	Y		
Event Date			Y	Y	Y				
Event Code			Y	Y	Y				Y

P =	**Select and Print a given field**
S =	**Select, but won't print a column**
1-9 =	**Sort and print the data in any order, up to 9 different ways**
X =	**Include only those cases that have data in that field**
O =	**Omit cases where the database fields match the selected criteria. Selection fields must be entered when using an "O"**
B =	**Print and include cases where that database field is blank or zero. Cannot enter data in selection fields on the screen; won't print a column.**
A =	**Print and include only those cases that have all the indicated "code(s)"(this AND that code). Is also used in the date range fields to indicate OR (this date or that date).**

Wildcarding

The purpose of wildcarding is narrow the search for specific purposes. It allows the user to create reports for specific purposes, i.e. all alcohol offenses or only alcohol offense issued in 2003.

FIELD NAME	WILDCARD	EXAMPLE
Receipt #	*	D25*
Check #	*	15*
Credit Card #	*	Visa* or 449*
ATM Card	*	225*
Case Number	*	03*
Original/Current Charge	*	333*
Original/Current SOS	AA	AA in code field (all alcohol offenses)
Vehicle Type	TR	TR in type field (all truck type vehicles)

Requirements:

- Report must have at least one field selected in <u>either</u> Receipt or Assessment/Payment Information section

---

Things to Note:

- <u>Division</u> field will help you limit your search for particular types of receipts. i.e. Traffic/Criminal, Civil or Miscellaneous

- 'O' in front of the Cash Code field will allow you to exclude from your report a particular cash code. (This might be used if you do not want bonds, restitution or trust & agency receipts.)

Continue Notes:

- **Terminology:**
  - **Void = Original receipt**
  - **Voided = is the receipt that actually voided the original receipt**
  - **Re-Ring = the new original receipt**

- **Unless Voids & Re-rings are selected you will not see the void or voided receipts. (The re-rings are included when the "Receipt" field is selected.)**

Continue Notes:

- **To get a report that includes all assessments vs all payments for a particular cash code (i.e.. MFAT): Select Assessment Date AND Payment Date, along with the cash code of MFAT. (see sample)**

- **If you select Receipt Date and Assessment Date the search would only include assessments that were made through the cash screen**

More Notes!

- **There is no difference in Receipt Date and Payment Date fields except when selecting Assessment Date**

- **Cash Code field: If selected the Summary Totals will be printed at the bottom of the report (Individual Total and Grand Total).**

Select the Print Order

- **Select Printing Order screen allows you to control in what order the fields will be printed across the report. Leave blank or change the order by placing a number in the blank in front of the field name. (Any field without a number will go to the bottom of the list or last on the report)**

Selecting Print Order

```
WYOMING              CASH REPORT GENERATION SELECTION 10/26/03  18:44:54
                         Select printing order
                       or press enter to continue

   1   Case Number
   3   Amount
   4   Payment Date
   2   Venue








F24-Previous Menu                                         Help
```

OOH the Print Options!

- **8 x 11 - 7 columns across, 10 characters per column and 50 detail lines**
- **14 x 11 Standard - 7 columns across, 15 characters per column and 50 detail lines**
- **11 x 8 Landscape - 10 columns across, 15 characters per column and 63 detail lines (new feature)**

```
                    Cash Report Generator

       X   Save Report ?  Enter Report Name    PAYMENTS VS ASSESSMT

               _   Number of Spaces ?

               _   8 x 11
               _   14 x 11 Standard
               _   11 x 8 Landscape

               _   Summary Only ?




F24 Previous Menu
```
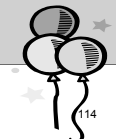
Sample Generator #1

```
WYOMING                    CASH REPORT GENERATION SELECTION 10/26/03  18:26:08
Title MFAT ASSESSMENTS & PAYMENTS 1/1/03 - 6/30/03
                              Receipt Information
_ Receipt #        _____ - _____      _ Register      ___ ___ ___
_ Receipt Date     _____ - _____      _ Drawer        _
_ Cash                                   _ Cashier       ___ ___ ___
_ Check #          _____            _ Division      __
_ Other            _____            _ Venue         ___ ___ ___ ___
_ ATM Card         _____        _ Voids & Rerings
_ Credit Card      _____
                         Assessment/Payment Information
P Assessment Date 010103 - 063003       P Payment Date  010103 - 063003
P Amount          _____ - _____
S Cash Code       MFAT ___ ___ ___ ___  ___ ___ ___ ___
_ No Pymt Since   _____                _ Bal Due    ___ ___ - _____
                                        _ Balance as of _____
                    Traffic/Criminal & Civil Case Information
P Case No.        _____            _ Filing Date   _____ - _____
_ Name                                  _ Close Date    _____ - _____
_ Case Type       __ __ __ __           _ Civil Judge   _____
_ Status          __ __ __ __

  F24-Previous Menu        Page/Roll              Help
```

Sample of Results

```
                          2650 DEHOOP AVENUE, SW
                          WYOMING            MI 49509
                    MFAT ASSESSMENTS & PAYMENTS 1/1/03 - 6/30/03
ASSMNT DT - 10103- 63003  PAYMNT DT - 10103- 63003  CASH CODE -MFAT
CASE NO.     ASSMNT DT   ASSMNT AMT   PAYMNT DT   PAYMNT AMT
03M08577    4/22/2003       80.00
03M08577                                5/02/2003     80.00
03CM119     6/09/2003       87.50
03CM1178    5/07/2003       80.00
03FY0608    5/22/2003      250.00
03FY1128    6/13/2003      255.00
03FY1795    5/22/2003      255.00
                   NUMBER OF RECORDS     59
TRAFFIC/CRIMINAL   CODE      ASSESSMENT      PAYMENT
                   MFAT       6,602.50      2,480.66
    GRAND TOTAL             ASSESSMENT      PAYMENT
                            6,602.50       2,480.66
             ASSESSMENT TOTAL         6,602.50
             PAYMENT TOTAL            2,480.66
                                                           Bottom
                          2003
```

Sample Generator #2

```
CORUNNA                    CASH REPORT GENERATION SELECTION 10/27/03  14:06:16
Title MYOR COLLECTED VENUE 01/01/02 -12/31/02
                              Receipt Information
_ Receipt #        _____ - _____      _ Register      ___ ___ ___
_ Receipt Date     _____ - _____      _ Drawer        _
_ Cash                                   _ Cashier       ___ ___ ___
_ Check #          _____            _ Division      __
_ Other            _____            S Venue         12  ___ ___ ___
_ ATM Card         _____        _ Voids & Rerings
_ Credit Card      _____
                         Assessment/Payment Information
_ Assessment Date _____ - _____       P Payment Date  10102 - 123102
P Amount          _____ - _____
S Cash Code       MYOR ___ ___ ___ ___
_ No Pymt Since   _____                _ Bal Due    ___ ___ - _____
                                        _ Balance as of _____
                    Traffic/Criminal & Civil Case Information
P Case No.        _____            _ Filing Date   _____ - _____
_ Name                                  _ Close Date    _____ - _____
P Case Type       __ __ __ __           _ Civil Judge   _____
_ Status          __ __ __ __

  F24-Previous Menu        Page/Roll              Help
```

Sample of Results

```
                     MYOR COLLECTED VENUE 12  01/01/02 - 12/31/02
  VENUE - 11       PAYMNT DT - 80102- 93002  CASH CODE -MYOR
CASE NO.     CASE TYPE   PAYMNT DT   PAYMNT AMT
01-VE-793      OD       8/28/2002      38.00
01-VE-793      OD       9/26/2002     300.00
02-VE-136      OD       9/04/2002      78.00
02-VE-157A     OT       9/30/2002      91.00
02-VE-322      OT       8/29/2002     116.00
02-VE-403      OT       8/26/2002     141.00
02-1068        OI       8/29/2002      56.00
02VE3526A      OT       8/02/2002      31.00
02VE3526B      OI       8/02/2002     106.00
02VE3526C      OT       8/02/2002     111.00
02VE3534       OI       8/19/2002      51.00
02VE3535A      OI       8/16/2002      51.00
02VE3536       OI       8/19/2002      51.00
02VE3537       OI       8/13/2002      51.00
02VE3542       OI       9/03/2002      51.00
02VE3554       OI       8/16/2002      51.00
```

Sample Generator #3

```
WYOMING                    CASH REPORT GENERATION SELECTION 10/26/03  8:51:46
Title CI FINES COLLECTED BY POLICE AGENCY - 2002
                              Receipt Information
_ Receipt #        _____ - _____      _ Register      ___ ___ ___
_ Receipt Date     _____ - _____      _ Drawer        _
_ Cash                                   _ Cashier       ___ ___ ___
_ Check #          _____            _ Division      __
_ Other            _____            _ Venue         ___ ___ ___ ___
_ ATM Card         _____        _ Voids & Rerings
_ Credit Card      _____
                         Assessment/Payment Information
_ Assessment Date _____ - _____       P Payment Date  10102 - 123102
P Amount          _____ - _____
_ Cash Code       ___ ___ ___ ___
_ No Pymt Since   _____                _ Bal Due    ___ ___ - _____
                                        _ Balance as of _____
                    Traffic/Criminal & Civil Case Information
P Case No.        _____            _ Filing Date   _____ - _____
_ Name                                  _ Close Date    _____ - _____
P Case Type       OI SI __ __           _ Civil Judge   _____
_ Status          __ __ __ __

  F24-Previous Menu        Page/Roll              Help
                          2003
```

Sample 3 (pg 2)

```
WYOMING                    CASH REPORT GENERATION SELECTION 10/27/03  13:59:43
                                   Traffic/Criminal
                                   Case Information
_ PO Judge      _____              _ Offense Date   _____ - _____
_ Judge of Record _____            _ Vehicle Type   _____
_ Next Judge    _____              P Agency         834 ___
                                    _ Officer        _____
_ Next Date     _____ - _____     _ Next Action    ___ ___ ___

                                   Charge Information
_ Original Charge _____    _ Current Charge _____
_ Original SOS   _____             _ Current SOS    _____
_ Original Att/Cons/Sol  _          _ Current Att/Cons/Sol  _
_ Civ/Misd/Fel   _
_ Disposed Date  _____ - _____    _ Disposed Code  __ __ __
_ Sentence Date  _____ - _____

                                   Detail Information
_ Event Date    _____ - _____     _ Event Code   ___ ___ ___ ___
_ Event Clerk   _____

  F24-Previous Menu        Page/Roll              Help        120
```

Sample of Results

```
                                        2650 DEHOOP AVENUE, SW
                                        WYOMING              MI 49509
                                   CI FINES COLLECTED BY POLICE AGENCY - 2002
CASE TYPE -  OI SI      PAYMNT DT - 10102-123102
CASE NO.       PAYMNT DT      PAYMNT AMT      CASE TYPE        AGENCY
02496386       4/15/2002          50.00       OI               834
02496388       8/23/2002         132.00       OI               834
02496390       5/15/2002         105.00       OI               834
02496393       5/22/2002          95.00       OI               834
02496395       5/10/2002          95.00       OI               834
02496396       5/14/2002          95.00       OI               834
02496398       5/17/2002         100.00       OI               834
02496403A      6/10/2002          10.00       OI               834
02496403A     11/04/2002          60.00       OI               834
02496403A     11/15/2002          72.00       OI               834
02496408       5/07/2002         100.00       OI               834
02496409       4/30/2002         100.00       OI               834
02496410       5/01/2002         100.00       OI               834
02496413       5/24/2002         105.00       OI               834
                                                                              More...
99458238       5/10/2002          30.00       OI               834
99458238       6/12/2002          60.00       OI               834
              NUMBER OF RECORDS    12798
              PAYMENT TOTAL                 990,558.69
                                                                              Bottom
```

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No Payments Since ?

```
WYOMING                 CASH REPORT GENERATION SELECTION 10/27/03  13:36:51
Title NO PAYMENT SINCE 6/30/03 PROBATION STATUS
                           Receipt Information
_ Receipt #      ____ - ____              _ Register
_ Receipt Date   ____ - ____              _ Drawer          __ __ __
_ Cash           ____                     _ Cashier         _
_ Check #        ____                     _ Division        __ __ __ __
_ Other          ____                     _ Venue           __ __
_ ATM Card       ____                     _ Voids & Rerings __ __ __ __
_ Credit Card    ____
                         Assessment/Payment Information
_ Assessment Date ____ - ____             _ Payment Date    ____ - ____
_ Amount          ____ - ____
_ Cash Code       ____                    __ __ __ __
P No Pymt Since  _63003                    _ Bal Due        ____ - ____
                                           Balance as of    ____
                    Traffic/Criminal & Civil Case Information
P Case No.       ____                     _ Filing Date     ____ - ____
_ Name           ____                     _ Close Date      ____ - ____
_ Case Type      _ __ __ __               _ Civil Judge     ____
S Status         P _ __ __

F24-Previous Menu         Page/Roll                          Help
```

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Sample of Results

```
RUN DATE: 10/26/03              62-A DISTRICT COURT                    PAGE   1
                                2650 DEHOOP AVENUE, SW
                                WYOMING                MI 49509
                                NO PAYMENT SINCE 6/30/03
    STATUS - P          NO $ SINCE- 63003
CASE NO.     LAST PYMT    BALANCE DUE
01CM3023     3/04/2003        635.00
01CM5229     4/07/2003         88.00
01CM5887     9/06/2002        228.00
01CM6311    11/16/2001        100.00
98CD6663     3/05/2003        600.00
99CN6945     6/17/2002        544.88
99SD7569     8/28/2002
            NUMBER OF RECORDS    437
            BALANCE DUE               133,953.05
                                                                       Bottom
```
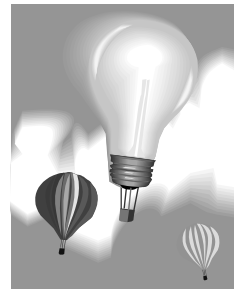
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Any More Questions?

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Cash - Miscellaneous Program Changes & Corrections

- Ability to request cash reports for a time period greater than 12 months
- System will remove a 14-Day notice request if closing a case through cash module
- Screen messages updated

Civil Module Enhancements

Civil – "Next Judge" – Action Screen

- It is now possible to schedule events for a judge or magistrate not assigned to the case

- Enter the bar # of the "next judge/magistrate" in the bar # field on the schedule line

- The bar # field is now protected whenever the event code is a scheduling code; if you omitted the "next judge", delete the line and re-enter.

- Using "next judge" does not changed the judge assigned to the case – just the judge who will hear the scheduled event

Civil – "Next Judge" – Action Screen

Civil – "Next Judge" – Forms & List

- Next Judge will print on:

  - Attorney Case List
  - NTA
  - Certified Mailers

Civil – Miscellaneous Enhancements

- **ROA**
  - Added attorney bar # to the right of the attorney name in the body of the ROA
- **Alternate Name Code** added for agent (AGT)
- **Report Generator**
  - Added ability to delete multiple reports from the saved report screen at the same time
  - Added ability to select new Agent alternate name code of AGT
- **Action Screen** - new message is displayed when entering ACFZZ (action filed to close case) and there is an open garnishment

Civil – Forms Updated to 6/03 Version

- Default, Application, Entry, Affidavit (MC07)
  - Added language in #4 ..evidence of indebtedness
- Judgment, Civil (MC10)
  - Added 'No Cause of Action' option
  - Change to Plaintiff / Defendant boxes
- Motion, Affidavit and Bench Warrant (MC229)
  - Removed 'Probation Revocation' from form
- Motion and Order to Show Cause (MC230)
  - Removed 'Probation Revocation from item 3b
  - Item 3b replaced with 'Judgment..amount of recognizance'
  - Item 3c added: 'Judgment..failure to file a garnishee disclosure'

Civil – Screen Changes – Civil Judgment Current Screen

Civil – Screen Changes – Civil Judgment New Screen

```
SUNNY SPRINGS          CIVIL JUDGMENT              MC10   CLSD
Court 2  Case 03-0001   Type GC  File Date 3/01/02
P01 JOHNSON/MARY/                    D01 NICHOLS/BETTY/
_  JUDGMENT:                  Defendant NICHOLS/BETTY/
For                          Against

_ After trial _ Consent      _ Summary Disposition _ Default
_ Dismissal  _ Without prejudice _ With prejudice  _ No cause of action
ORDER OF JUDGMENT
Damages   Interest   Costs   - Other costs -   Judgment

_ Note filed for cancellation
_ Approved as to form, notice of entry waived.
  Other: _____
         _____
         _____
         _____

Date Signed: 102903  Bar No: 12345 Judge: GEORGE W. CROCKETT III
                               Clerk: KAREN STREVEL
NOTE: Erase "Bar No." to print the "Clerk" name
NXT ___ CASE 03-0001 ___ PTY D01 GARN ___ NAME _____
  F1-Clear Screen     F9-Print    F13-OutQ   F24-Previous Menu   Help
```

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Civil – Screen Changes – PBW screen

- Field for Probation Revocation has been removed
- F7-Print remains the same – will print form only, no reasons written to ROA
- F9-Print/Update/Sts – will print form, write reasons to ROA, and update the status to warrant
- F10-Print/Update has been added. Use F10 to print the form and write reasons to the ROA. Status will not be updated.

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Civil – Screen Changes – PBW screen Screen Example

```
SUNNY SPRINGS     CIVIL MOTION, AFFIDAVIT, & BENCH WARRANT   MC229  PEND
Court 2  Case 03-0012A   Pty D01               Type GC
P01 WILLOWCREEK APARTMENTS//        D01 PARKER/JANICE/
Date Signed: 102503   Judge No: 12345 Judge  GEORGE W. CROCKETT III
Police Report No.                          Conditional (Page 1) _
       Plaintiff     WILLOWCREEK APARTMENTS//
MOTION & AFFIDAVIT  Name PARKER/JANICE/
_ Fail to Appear          _ Other Reasons
     Reasons

BENCH WARRANT
     Name          PARKER/JANICE/
     Alt Name
     Address       543 OAK DRIVE         New Function
     City          FARMINGTON              Key F10
     Race          _
     DLN
     Bond Amt      $

NXT ___ CASE 03-0012A  PTY D01 GARN 00 NAME P
F1-Clr F4-Prompt  F7-Print F9-Print/Update/Sts F10-Print/Update F13-OutQ F24-Prev
```

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Civil – Screen Changes – SCS screen

- Updated form to 6/03 version – 8x11 and AFP
- Valid only for judge's signature
- 'You should not be held in X civil __criminal contempt…' used to check both the 'Motion" and 'Order' section. With the new screen, you must mark all fields that apply.
- Motion options have changed

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Civil – Screen Changes – SCS screen – Current Screen Example

```
SOUTHFIELD-CURRENT       MOTION & ORDER TO SHOW CAUSE    MC 230  GARN
Court 2  Case 01-0001   Type GC
P01 DAMON/PAUL/EDWARD              D01 KIRPATRICK/RICHARD/
Date signed 102603   Bar No.: 12345  Judge GEORGE W. CROCKETT III
Appearance Date:  000000   Time:  0000         Print Page 1 Only X
AT:  X the court address above    _ courtroom number _____
     _ other
I am interested in this matter as
Motion and order to show cause why: D01 KIRPATRICK/RICHARD/

  _ you should not be held in  _ civil _ criminal contempt of court
  _ a judgment should not be entered against you
  _ your case should not be dismissed
  _ other
For the following reasons:          Has not complied with order dated 000000
_____
_____
_____
Served: _ Personally   _ By Mail      ___ days before hearing

NXT ___ CASE 01-0001  PTY D01 GARN ___ NAME _____
  F1-Clear Screen    F9-Print    F13-OutQ   F24-Previous Menu
```

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Civil – Screen Changes – SCS screen – New Screen Example

```
SUNNY SPRINGS            MOTION & ORDER TO SHOW CAUSE    MC 230  PEND
Court 2  Case 03-0601A   Type GC
P01 PAUL/JAMES/                   D01 ANTHONY/RICHARD/
Date signed 102603  [Bar No.: 12345  Judge] GEORGE W. CROCKETT III
Appearance Date:  000000   Time:  0000         Print Page 1 Only X
AT:  X the court address above    _ courtroom number _____
     _ other
I am interested in this matter as
Motion directing D01 ANTHONY/RICHARD/               to show cause:
  _ civil _ criminal contempt of court
  _ judgment for amt. of recognizance  _ judgment for failure to disclose
Order:
  _ civil _ criminal contempt of court
  _ judgment should not be entered    _ case should not be dismissed
  _ other
For the following reasons:          Has not complied with order dated 000000
_____
_____
_____
Served: _ Personally   _ By Mail      ___ days before hearing

NXT ___ CASE 03-0601A  PTY D01 GARN ___ NAME _____
  F1-Clear Screen    F9-Print    F13-OutQ   F24-Previous Menu
```

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Please Note

- Screen examples contained in this slideshow may not represent the same codes used in your court. Substitute your codes where appropriate. When in doubt, contact JIS for clarification.

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Questions?

Where to Get More Information

- Email: dcsHelpDesk@courts.mi.gov
  - Phone (800) 572 -1116
  - Fax (248) 352-8715
- User Manuals (new manuals in 2004)
- Sandi Hartnell (SCAO) – (517) 373-7498
- Peggy Leece (SOS) – (810) 760-2961
- JIS Website in 2004
  http://courts.michigan.gov/scao/services/jis/jis.htm
- Latest version of court forms:
  http://courts.michigan.gov/scao/courtforms

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